

State of Louisiana
Office of Financial Institutions
Baton Rouge, Louisiana
www.ofi.state.la.us

REPOSSESSION AGENT APPLICATION INSTRUCTIONS

A Repossession Agent Application must be submitted for each person who meets the definition of a Repossession Agent.

LAC 10:XV.1301 defines Repossession Agent as follows: *"an individual who physically obtains possession of collateral for a secured party and engages in business or accepts employment to locate or recover collateral registered under the provisions of the Louisiana Vehicle Certificate of Title Law, R.S. 32:701 et seq, which has been sold under a security agreement or used as security in a loan transaction. Included in this definition are secured creditors' employees who repossess collateral pursuant to the "Additional Default Remedies Act."*

ATTACHMENTS:

- ☐ **FEES:**
\$400 application fee
- ☐ **APPLICATION:**
Complete application signed by an authorized company representative and notarized
- ☐ **AUTHORITY TO OBTAIN INFORMATION FROM OUTSIDE SOURCES FORM:**
This form must be completed and signed by each Repossession Agent applicant, and notarized. Information contained in this document is kept confidential.
- ☐ **FINGERPRINT CARDS:**
Include 2 copies
- ☐ **PROOF OF EMPLOYMENT:**
Submit evidence of 2 years experience as a repossession agent or apprentice within the previous three years as per LAC 10:XV. 1303(D)(d). Each year of experience shall consist of at least 2,000 hours of actual compensated work performed by the applicant with a repossession agency preceding the filing of an application. An applicant shall substantiate the claimed hours of qualifying experience by providing an IRS form W-2 and the exact details as to the character and nature of duties by written certifications from the employer as per LAC 10:XV. 1303(F).

REPOSSESSION AGENT APPLICATION

1. Complete Name of Repossession Agent: _____

Phone Number: Business (____) _____ Fax (____) _____

2. Name of Employer and Municipal Address of Main Office:

3. Submit your work experience and residential address. (See attachment RA-1)

4. Submit a W-2 statement verifying employment as a Repossession Agent or Apprentice for two within the previous three years.

EMPLOYER CERTIFICATION

(Must be completed by the authorized employer representative)

I hereby affirm or attest that _____ is a
Full time employee of (Company Name) _____ and will be acting on the
company's behalf as a Repossession Agent. I also affirm that he/she works **ONLY** for this company. I further affirm that
he/she is covered under the company's surety bond.

Signed this _____ day of _____, 20_____.

(Signature of authorized Company Representative)

(Print Name and Title)

* * * * *

STATE OF _____

PARISH OR COUNTY OF _____

Before me, the undersigned authority, personally came and appeared (Name) _____
who, first being duly sworn, declared under oath that he/she is the (Title) _____ of
(Company Name) _____ and that all statements and representations made in the
foregoing registration are true and correct to the best of his/her knowledge and belief.

Sworn to and subscribed before me on this _____ day of _____, 20_____,
at _____, _____
(City) (State)

(Signature of Notary Public)

(Print name of Notary Public)

(Affix Seal)

CONFIDENTIAL

| AUTHORITY TO OBTAIN INFORMATION FROM OUTSIDE SOURCES | |
|--|---|
| Name: | Social Security #: Drivers License #: (Attach a legible copy) |
| Home Address, City, State, Zip Code: | |
| Date of Birth: | Home Telephone No: |
| Read the following questions carefully. If the answer is "yes" to any of the questions, attach a full written explanation. Include names, dates, court name and address, case number, judgement amounts. | |
| Have any civil judgments been entered against you during the past 10 years? | () Yes, attach explanation () No |
| Are there any civil proceedings pending against you or civil judgments entered against you which involve fraud or dishonesty? | () Yes, attach explanation () No |
| Have you been convicted of or entered a plea of Nolo Contendere to a felony, notwithstanding that the conviction was expunged, set aside, or received a first offense pardon? | () Yes, attach explanation () No |
| Have you ever been convicted of, or entered a plea of Nolo Contendere to, or received a first offense pardon for any misdemeanor involving theft, fraud, or dishonesty? | () Yes, attach explanation () No |
| Have you been the subject of a bankruptcy, assignment for the benefit of creditors, receivership, conservatorship, or any similar proceeding? | () Yes, attach explanation () No |
| Have you been refused a license or permit to do business under the provisions of a similar law or subject to any enforcement proceedings by any State or Federal government agency involving the revocation or suspension of any business license or permit, fines or penalties? | () Yes, attach explanation () No |
| Have you been discharged for cause or been requested to resign from any employment position? | () Yes, attach explanation () No |
| I hereby authorize the licensing authority to make inquiries from any financial institution, credit bureau or law enforcement agency for the purpose of determining his/her financial responsibility, character and fitness in connection with an application for a license or registration. | |
| I hereby certify that the information on this form, to the best of my knowledge, is complete and accurate. | |
| <div style="text-align: right;">_____ Signature</div> | |
| SUBSCRIBED BEFORE ME ON THIS _____ day of _____, 20 _____. | |
| AT: _____, _____ (CITY) (STATE or COMMONWEALTH) | |
| PRINT NAME OF NOTARY PUBLIC: | SIGNATURE OF NOTARY PUBLIC: |

Attachment [RA-1]

EMPLOYMENT/EXPERIENCE HISTORY FOR THE LAST 5 YRS

Explain any gaps in work history. *(Attach additional sheets, if necessary)*

NAME: _____

| Employer Name and Address | Position/Brief Description of Duties | Start Date | End Date | Reason for Leaving |
|---------------------------|---|---------------|-------------|--------------------|
| | | | | |
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LIST RESIDENTIAL ADDRESSES FOR THE LAST 10 YRS

NAME: _____

| Residential Address | Start Date | End Date |
|---------------------|------------|----------|
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